



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [lcastillo@hermosabch.org](mailto:lcastillo@hermosabch.org)



Received By: CC  
 Referred To: PW  
 Date Referred: 6-13-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Jocelyn Sarigumba</u>		Email: <u>JSarigumba@TorranceCA.gov</u>	
Address:		Phone: <u>310-618-5811</u>	
City:		Fax:	

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

*See attached*

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

Action Requested:

☐ Review Only

☐ Copies Requested

Action Taken:

☐ Document Reviewed

☐ Copies Provided

☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

☐ Non-Existent Document

☐ Other (Please Explain) \_\_\_\_\_

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_

Notified By: \_\_\_\_\_

Date Picked Up or Mailed \_\_\_\_\_



# CITY OF TORRANCE

**OFFICE OF THE  
CITY ATTORNEY**

**CITY ATTORNEY**  
JOHN L. FELLOWS III  
**ASSISTANT CITY ATTORNEY**  
PATRICK Q. SULLIVAN  
**DEPUTY CITY ATTORNEYS**  
TATIA Y. STRADER  
DELLA D. THOMPSON-BELL  
GILLIAN S. STUDWELL  
JOCELYN N. SARIGUMBA  
JEANNE-MARIE K. LITVIN  
**LAW OFFICE ADMINISTRATOR**  
ALICE RUSA

June 13, 2017

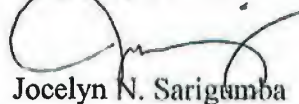
Jocelyn N. Sarigumba  
writer's direct dial:  
(310) 618-5811  
e-mail: JSarigumba@TorranceCA.gov

Dear City Clerk,

I am requesting documents pursuant to the California Public Records Act (Government Code Section 6256). Please see request below and provide a response to me within 10 days. If you have any questions, please feel free to contact me.

**Any and all documents, including ordinances, policies, or procedures, that would indicate responsibility for sewer chimney repair and/or maintenance. A sewer chimney is a connector between one or more sewer lateral lines to the City's main sewer line. This information would most likely reside with the Public Works Department.**

Very truly yours,



Jocelyn N. Sarigumba